

3 - HCFA COMMON PROCEDURE CODING SYSTEM (HCPCS)

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Introduction

The HCFA Common Procedure Coding System (HCPCS) was developed to satisfy the Medicare and Medicaid programs' operational needs and to replace various fragmented procedure coding systems with a single national coding system. Physicians/suppliers communicate the services/supplies they provide by using HCPCS codes and modifiers. The HCPCS subsystem in BESS enables you to access the HCPCS Master File and a variety of reports.

HCPCS is divided into the following three levels of procedures/modifiers:

- ! Level I This level is copywritten by the American Medical Association and contains CPT-4 procedures and modifiers that represent physician services, which are provided to HCFA annually. HCFA appends relative Medicare administrative and pricing information.

- ! Level II This level designates the combined work of HCFA, the Health Insurance Association of America (HIAA), the American Dental Association (ADA) and the Blue Cross/Blue Shield Association (BCBSA). Level II represents supplies and services not contained in Level I. Level II codes are five-character alphanumeric codes beginning with A-V. Level II D codes are maintained by the ADA. Modifier codes are two-character alphanumeric codes beginning with A-V and include YY and ZZ. HCFA appends relative Medicare administrative and pricing information.

- ! Level III This level, also known as "local codes," is unique to each Medicare Part B carrier or unique to all four of the DMERCs. Level III procedure codes are five-character alphanumeric codes beginning with W, X, Y, or Z.

The HCPCS file is provided annually to carriers, Fiscal Intermediaries (FIs), Medicaid State agencies, and other organizations.

The HCPCS Master File is updated on a flow basis and contains the most current information available

for a procedure or modifier code.

```

-----B E S S-----
OPTION ===> 2

*****
          PRIMARY OPTION MENU
*****

          Enables you to access five major Part B subsystems and several options

1 PHYSICIAN/SUPPLIER DATA          - Part B Data
2 HCPCS SYSTEM                      - HCFA Common Procedure Coding System
3 FOCUSED MEDICAL REVIEW PILOT     - Carrier Performance Monitoring
4 PART B CARRIERS                   - Addresses and Locality Designations
5 HCPCS/DIAGNOSIS SUMMARY           - Under Development
6 BESS Data Elements                - BESS Data Element Definitions
7 WHOAMI                            - Identifies User Local Printer ID
8 PERSONNEL DIRECTORY               - Names, Numbers of Contact Persons
S SYSTEM INFO                       - Program Function Key Usage
T TUTORIAL
X EXIT                               - End

F1 : Help          F3 : Exit

```

Using the Primary Option Menu Screen

OPTION ===> Specifies the subsystem you want to access.

To access the HCPCS subsystem,

Type **2**
Press **F2**

and the system displays the *HCPCS Primary Menu Screen* with the cursor positioned at the **OPTION** ===> prompt.

Printing Manuals in the HCPCS Subsystem

This section discusses the procedures you can use to access six types of code manuals for printing in the HCPCS subsystem. When accessed, each option will position you at the BESS Output Options Screen; instructions for using the BESS Output Options screen are available at the end of the HCPCS subsystem section.

```

-----B E S S-----
OPTION ==> 1
*****
*                HCPCS                *
*                PRIMARY MENU          *
*****

1 PRINT MANUALS          - Levels I, II or III
2 HCPCS MASTER          - Access to
3 REPORTS               - Menu of Miscellaneous HCPCS Reports
4 ORGANIZATIONAL ACESSES - Special Approval Required
T TUTORIAL              - Under Development

F1: Help                F3: Exit

```

Using the HCPCS Primary Menu Screen

OPTION ==> Specifies the option you want to access.

To access the Print Manuals option,

Type *I*
Press **↑**

and the system displays the *HCPCS Print Manuals Screen* with the cursor positioned at the **OPTION ==>** prompt.


```

-----B E S S-----
OPTION ==>

          -----
          -          HCPCS          -
          -    PRINT MANUALS    -
          -----

1  Complete Manual (AMA CPT-4 and HCPC) With Long Descriptions
2  AMA CPT-4 Manual With Long Descriptions
3  Alpha Numeric Codes Manual With Long Descriptions
4  Carrier Local Procedure and Modifier Codes Manual
5  Code Ranges Entered by the User (CPT-4/HCPC only) With Long Descriptions
6  AMA CPT-4 and Alpha-Numeric Short Descriptions

F1: Help          F3: Exit

```

Using the HCPCS Print Manuals Screen

Option 1 contains the complete HCPCS manual including the AMA CPT-4 and HCPC codes with the corresponding long descriptions and administrative instructions.

Option 2 contains the AMA CPT-4 manual including the AMA CPT-4 codes and the corresponding long descriptions and administrative instructions.

Option 3 contains the Alpha-Numeric manual including the alpha-numeric codes and the corresponding long descriptions and administrative instructions.

Option 4 allows you to access the Carrier Local Procedure and Modifier Codes manual and select *either* Level III standard HCPCS edition format *or* Level III utilization showing four years' worth of services.

Option 5 enables you to extract a range of CPT-4/HCPC codes and the corresponding long descriptions and administrative instructions.

Option 6 contains the short descriptions of the AMA CPT-4 and alpha-numeric codes.

Retrieving HCPCS in the HCPCS Master File

This section discusses how you can access the HCPCS Master File to view individual Level I, II, or III codes and carrier local procedure code and modifier descriptions.

```

-----B E S S-----
OPTION ==> 1

*****
*           HCPCS           *
*       PRIMARY MENU       *
*****

1 PRINT MANUALS           - Levels I, II or III
2 HCPCS MASTER           - Access to
3 REPORTS                 - Menu of Miscellaneous HCPCS Reports
4 ORGANIZATIONAL ACCESSES - Special Approval Required
T TUTORIAL                 - Under Development

F1: Help                   F3: Exit

```

Using the HCPCS Primary Menu Screen

OPTION ==> Specifies the option you want to access.

To access the HCPCS Master option,

Type **2**
Press **Enter**

and the system displays the *HCPCS Master File Screen* with the cursor positioned at the **OPTION ==>** prompt.

```

-----B E S S-----
OPTION ==> 1

-          HCPCS          -
-        MASTER FILE      -
*****

1  RETRIEVE HCPCS          - View Individual Codes (Levels I, II, or III)
2  CARRIER LOCAL CODES - View Carrier Local Code Descriptions
3  CARRIER LOCAL MODIFIERS - View Carrier Modifier Descriptions
4  STRING SEARCH          - Search Procedure or Modifier Descriptions

F1: Help          F3: Exit

```

Using the HCPCS Master File Screen

OPTION ==> Specifies the option you want to access.

To access the RETRIEVE HCPCS option,

Type *I*
Press **Enter**

and the system displays the *Retrieving HCPCS Screen* with the cursor positioned at the **OPTION ==>** prompt.

```

-----HCPCS-----

OPTION ==>
RETRIEVE AND DISPLAY PROCEDURE CODE INFORMATION
*****
****

ENTER 5-DIGIT PROCEDURE CODE OR TWO-DIGIT MODIFIER:

ENTER 5-DIGIT CARRIER NUMBER IF SELECTING A LOCAL CODE:

F1: HELP                F3: EXIT

```

Using the Retrieving HCPCS Screen

This screen enables you to select a procedure code or modifier; if the procedure code or modifier you select is a local code, you must also provide a carrier number.

To select a procedure code or modifier, type the code of your choice at the **Procedure code or modifier** prompt.

The example uses procedure code **66984**.

Type **66984**

Press **PF1** to the **Carrier number** prompt. Since 66984 is not a local procedure code, this prompt remains blank.

Press **ENTER**

and the system displays the first screen of your requested data.

Note: On the *HCPCS Master File* Screen, Option 1 requires you to enter a procedure code or modifier. Options 2 and 3 require you to enter a carrier number.

```

-----B E S S-----ROW 1 TO 15 OF 21
COMMAND ==>

PF KEYS

PF1 - HELP      PF7 - UP          PROCEDURE CODE ENTERED: 66984
PF3 - END       PF8 - DOWN        STATUS: ACTIVE
                                      CARRIER: NATIONAL CPT-4
*****
*****

ACTION CODE: F      EFFECTIVE DATE: 01/01/90  LAST MAINTENANCE DATE: 12/15/95

DATE CODE ADDED: 01/01/85      TERMINATION DATE: / /

CPT LONG DESCRIPTION REMOVED FROM ONLINE GUIDE DUE TO COPYRIGHT

SHORT DESCRIPTION: Remove cataract, insert lens

-----ADMINISTRATIVE INSTRUCTIONS-----

COVERAGE:   D          STATUTE:

                                     --- MORE ---

```

Using the HCPCS Data Screen

After you submit your selection criteria, the system displays the first screen of your requested data.

Remember to use the function keys when you browse data interactively; press **F8** to scroll downward, press **F2** to scroll upward, press **F1** to retrieve the help screen, and press **F3** to exit the screen.

Performing String Searches in the HCPCS Master File

This section discusses the string search option available within the HCPCS Master File. The string search option allows you to generate a list of HCPC codes by entering a partial description of three to twelve characters followed by an asterisk; you may also limit the range of the string search.

```

-----B E S S-----
OPTION ==> 4

          -----
          -          HCPCS          -
          -          MASTER FILE    -
          -----

1  RETRIEVE HCPCS          - View Individual Codes (Levels I, II, or III)
2  CARRIER LOCAL CODES - View Carrier Local Code Descriptions
3  CARRIER LOCAL MODIFIERS - View Carrier Modifier Descriptions
4  STRING SEARCH          - Search Procedure or Modifier Descriptions

F1: Help          F3: Exit

```

Using the HCPCS Master File Screen

OPTION ==> Specifies the option you want to access.

To access the String Search option,

Type **4**
Press **ENTER**

and the system displays the *String Selection Menu Screen* with the cursor positioned at the **STRING VALUE** prompt.

```

BESS -----H C P C S-----BESS
OPTION ==>

-----
-                STRING                -
-                SELECTION MENU        -
-----

ENTER STRING VALUE TO SEARCH ON:
(ENTER 3 to 12 CHARACTERS FOLLOWED BY AN ' * '):      gauze*

YOU MAY SELECT WHERE THE SEARCH IS TO BEGIN BY ENTERING ANY OF THE FOLLOWING
OPTIONS:
0 = SEARCH ALL PROCEDURE/MODIFIER CODES
1 = SEARCH CPT-4 PROCEDURE/MODIFIER CODES ONLY
2 = SEARCH ALPHA NUMERIC PROCEDURE/MODIFIER CODES ONLY
3 = SEARCH CARRIER LOCAL PROCEDURE/MODIFIER CODES ONLY
4 = SEARCH ALL MODIFIER CODES
5 = SEARCH CARRIER LOCAL MODIFIER CODES ONLY

BEGIN SEARCH AT:      2

PRESS ENTER KEY TO ENTER DATA OR PF3 TO RETURN - PF1 HELP

```

Using the String Search Menu Screen

This screen enables you to enter a string value and select where the search for this value will begin.

To enter a string value, type three to twelve characters of description followed by an *.

The example uses *gauze**.

Type *gauze**

Press **↑** to the **BEGIN SEARCH AT** prompt. The example uses **SEARCH ALPHA-NUMERIC PROCEDURE/MODIFIER CODES ONLY**, type **2** at the **SEARCH AT** prompt.

Press **Enter**

and the system displays the first screen of your requested data.

```

-----
---ROW 1 TO 14 OF 86
COMMAND ==>

PF KEYS                                -----USER SELECTION CRITERIA-----
PF1 - HELP      PF7 - UP          STRING - GAUZE*
PF3 - END       PF8 - DOWN        SEARCH - ALPHA NUMERIC NATIONAL CODES
*****
****
PROC  CARRIER          DESCRIPTION
CODE  NUM  -----
A4200          DISCONTINUED
GAUZE PADS, MEDICATED OR NON-MEDICATED, EACH
A4202          DISCONTINUED
GAUZE, ELASTIC, ALL TYPES, PER ROLL
A4203          DISCONTINUED
GAUZE, NON-ELASTIC, PER ROLL
A6216
GAUZE, NON-IMPREGNATED, NON-STERILE, PAD SIZE 16 SQ. IN. OR LESS, WITHOUT
A6217
GAUZE, NON-IMPREGNATED, NON-STERILE, PAD SIZE MORE THAN 16 BUT LESS
A6218
GAUZE, NON-IMPREGNATED, NON-STERILE, PAD SIZE MORE THAN 48 SQ. IN., WITHOUT
A6219
GAUZE, NON-IMPREGNATED, PAD SIZE 16 SQ. IN. OR LESS, WITH ANY SIZE ADHESIVE

```

Using the HCPCS Data Screen

After you submit your selection criteria, the system displays the first screen of your requested data. *Remember that only the first line of description and the corresponding code will be shown; as a result, the partial description you entered may not be displayed.*

Remember to use the function keys when browsing data interactively; press **F8** to scroll downward, press **F4** to scroll upward, press **F1** to retrieve the help screen, and press **F3** to exit the screen.

Printing Reports in the HCPCS Reports Option

This section discusses printing reports from the HCPCS Reports option. The HCPCS Reports option allows you to access and print a number of transaction reports, BETOS/TOS reports, ASC reports, and all anesthesia codes with the assigned Base Unit Value.

```

-----B E S S-----
OPTION ===> 3
*****
*                HCPCS                *
*                PRIMARY MENU          *
*****

1 PRINT MANUALS          - Levels I, II or III
2 HCPCS MASTER          - Access to
3 REPORTS                - Menu of Miscellaneous HCPCS Reports
4 ORGANIZATIONAL ACESSES - Special Approval Required
T TUTORIAL               - Under Development

F1: Help                 F3: Exit

```

Using the HCPCS Primary Menu Screen

OPTION ===> Specifies the option you want to access.

To access the HCPCS Reports option,

Type **3**
Press **Enter**

and the system displays the *HCPCS Reports Screen* with the cursor positioned at the **OPTION ===>** prompt.

```

-----B E S S-----
OPTION ==> 4

-----
-           HCPCS           -
-           R E P O R T S   -
-----

1  TRANSACTION REPORT           - Sequence by Procedure Code
2  TRANSACTION REPORT           - Procedure Code by Transaction Type
3  TRANSACTION REPORT (THREE-   - Counter, Transaction by Procedure Code
   IN-ONE)                       and Transaction by Type/Procedure Code
4  BETOS/TOS                     - CPT-4 and Alpha-Numeric Codes
5  ASC                           - Ambulatory Surgical Center Codes
6  AMA CPT-4 ANESTHESIA CODES   - Shown with Base Value Unit
7  PRICING CATEGORIES           - Shown with Pricing Methodologies

F1: Help                          F3: Exit

```

Using the HCPCS Reports Screen

This screen enables you to select reports containing HCPCS subsystem data to be printed.

Option 1 produces a transaction report by procedure code sequence.

Option 2 produces a transaction report by transaction type sequence.

Option 3 produces a transaction report by procedure code/transaction type/counter report (the report distributed to the contractors) sequence.

Option 4 allows you to select one of four BETOS/TOS reports from the *BETOS/TOS Reports Screen*.

Option 5 allows you to select one of three ASC reports from the *ASC Reports Screen*.

Option 6 produces a report of all anesthesia codes with the corresponding Base Value Unit.

Option 7 produces a report on HCPCS with pricing categories

The example uses *BETOS/TOS*.

Type **4**

Press **F4**

and the system displays the *BETOS/TOS Reports Screen* with the cursor positioned at the **OPTION** ==> prompt.

```

-----BESS-----
OPTION ==> 2

          -----
          -          HCPCS BETOS / TOS          -
          -          R E P O R T S              -
          -----

1  SHORT DESCRIPTION/TOS/BETOS          - All CPT-4 and Alpha-Numeric Codes
2  SHORT DESCRIPTION/TOS/BETOS          - All CPT-4 and Alpha-Numeric Codes
                                     for Added Codes Only
3  BETOS CATEGORY                        - Procedure code within BETOS Category
4  BETOS CATEGORY PUBLIC USE              - Restricted Use

F1: HELP                                F3: EXIT

```

Using the BETOS/TOS Reports Screen

This screen enables you to select the type of BETOS/TOS report to be printed.

To select a BETOS/TOS report, type the chosen number at the **OPTION** ==> prompt.

The example uses *Short Description/TOS/BETOS, option 2*.

Type **2**

Press **F2**

and the system displays the *BETOS/TOS Year Selection Screen* with the cursor positioned at the **YEAR** prompt.

```
-----HCPCS-----
OPTION ==> 2

*****
*           REPORTS           *
*                               *
*****

SELECT A 4 DIGIT YEAR: 1998

F3: EXIT
```

Using the BETOS/TOS Year Selection Screen

This screen enables you to specify the year for which the report is to be generated.

To select a year, type the four-digit year at the **YEAR** prompt.

The example uses **1998**.

Type **1998**

Press **Enter**

and the system displays the *BESS Output Options Screen*.

```
-----BESS OUTPUT OPTIONS-----
OPTION ==>

ENTER HCFA ACCOUNT NUMBER (11 POSITIONS) ==>

TO PRINT A REPORT, ENTER OUTPUT INFORMATION FOR 1, 2, OR 3 BELOW:

  1. HIGH SPEED PRINTER (2-DIGIT ID) ==>
  2. XEROX PRINTER BINDING CODE ==>
      BN = BOUND  NB = UNBOUND  WH = UNBOUND WITH HOLES

      ENTER NUMBER OF COPIES FOR OPTIONS 1 OR 2 ABOVE ==> 1

  3. LOCAL OR PC PRINTER (8-POSITION ID) ==>

TO CREATE A FILE FOR DOWNLOAD, ENTER Y AT OPTION 4:

  4. CREATE A FILE FOR DOWNLOAD (Y) ==>

F1: Help          F3: Exit
```

Using the Output Options Screen

This screen explains the procedure for printing a report and creating a file for download. Please note that any file you create for download is saved at the HCFA Data Center (HDC) for 24 hours only. As a BESS user, you can send *any* report *anywhere* at *any time*, but note the explanations below for each print option.

ENTER HCFA ACCOUNT NUMBER (11 POSITIONS):

The HDC requires that you *must* enter a valid account number or the account number you used to login to TSO.

TO PRINT A REPORT ENTER OUTPUT INFORMATION FOR 1, 2, OR 3 BELOW

1. HIGH SPEED PRINTER (TWO-DIGIT ID) ==>

(This option specifies the ID used for remote printers and is used almost exclusively by the HCFA Central and Regional Offices.)

2. XEROX PRINTER BINDING CODE ==>

BN = BOUND ND = UNBOUND WH = UNBOUND WITH HOLES

ENTER NUMBER OF COPIES FOR OPTIONS 1 OR 2 ABOVE ==> 1

(This option applies to HCFA Central Office only.)

3. LOCAL OR PC PRINTER (EIGHT-POSITION ID) ==>

(This option enables you to generate reports at a local or your individual printer.)

TO CREATE A FILE FOR DOWNLOAD, ENTER Y AT OPTION 4

4. CREATE A FILE FOR DOWNLOAD (Y) ==>

Enter Y for Yes and this option creates a mirror-image of the hard copy. It is your responsibility to transfer this file to your PC. Remember that the file is housed at the **HDC** for 24 hours only.

After choosing the printer you wish to use and typing *your input*, press **ENTER**

and the system will display the ***** Screen**.

```
JOB XXXXHCPC(JOBXXXX) SUBMITTED
***
```

This message indicates that your requested hard copy report has been successfully submitted;

press **Enter** when the *** prompt appears.